

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

**SECTION 12.9 MINOR CHANGE
APPLICATION FOR A CHANGE OF USE FROM RETAIL TO OFFICE
119 GRISWOLD STREET
MEETING DATE: JULY 7, 2020**

REGULAR MEETING ITEM# 3
07-07-2020 AGENDA

EXECUTIVE SUMMARY

To:
Town Plan and Zoning
Commission

From:
Office of Community
Development Staff

Memo Date:
July 2 , 2020

Zone
Planned Travel (PT)
Zone

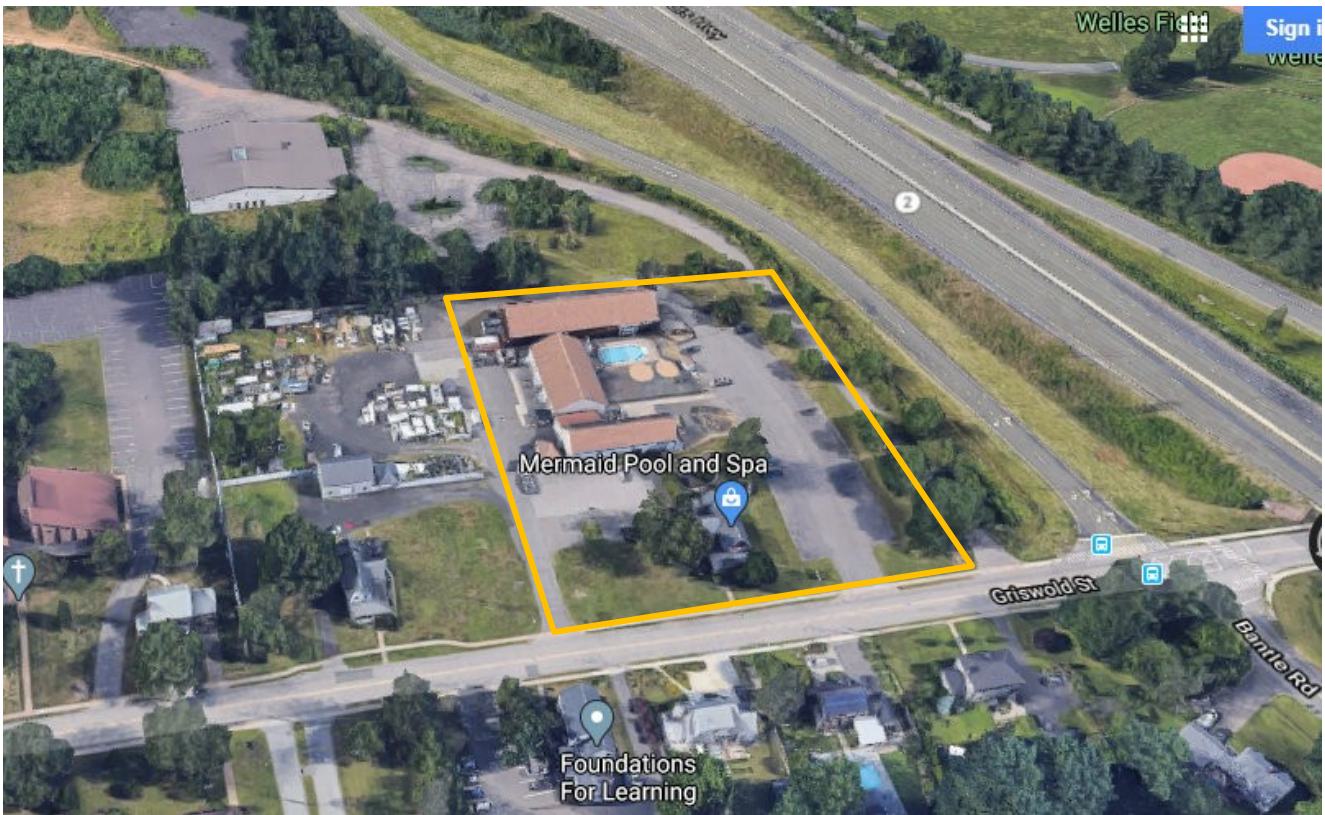
**Applicant / Property
Owner:**
Joseph Tomkievich

- The applicant is seeking a change of use from retail to office.
- The proposal is to create a space with short and long term office space with a coffee bar.
- At its meeting of June 10, 2020, the Plans Review Subcommittee reviewed the proposal and advised the applicant on site lighting, landscaping and dumpster location.
- At its meeting of June 10, 2020, the Community Beautification Committee reviewed and accepted the proposed landscape plan.

REVIEW

Included for Commission review are the following:

- Site plan
- Project Narrative
- Minutes from the June 10, 2020 Plans Review Subcommittee meeting
- Minutes from the June 10, 2020 Community Beautification Committee meeting



Aerial view of 119 Griswold Street looking north

SITE DESCRIPTION (Please see plan set sheet entitled “Existing Conditions #119 Griswold Street”)

The subject site is a 2.05-acre lot located on the north side of Griswold Street in the Planned Travel Zone. The site contains a two-story, residential-style building that has been converted to office/commercial use, located at the south end of the property. There are also three, 1-story commercial buildings located at the northwest side of the site. There are several existing businesses in the commercial buildings including Mermaid Pools, Griswold Street Antiques, All Fence and Salon Finesse. Access to the site is through two curb cuts off Griswold Street at the southeast and southwest corners of the lot. The site has a large parking area on the eastern side and one on the western side adjacent to the southern-most commercial building. There is a one-way driveway used for deliveries that wraps around the northern-most commercial building connecting the two parking areas.

ADJACENT USES

North - undeveloped land

East— Connecticut Route 2 Exit Ramp

South— a church

West— single family residences



View of the proposed office location looking west and south

PROPOSAL [Please see plan set sheet entitled “Existing Conditions #119 Griswold Street” & memorandum entitled “Narrative for 119 Griswold Street – The Barn – §12.9 Change of Use from Retail to Office General and/or Professional with Retail (Eating and Drinking) – Planned Travel Zone”]

The applicant proposes a renovation and a change of use for the northern-most commercial building (The Barn) from retail to short and long-term office space with a coffee bar to serve office tenants and the general public.

PARKING, CIRCULATION, AND DUMPSTER LOCATION [Please see plan set sheet entitled “Existing Conditions #119 Griswold Street” & memorandum entitled “Narrative for 119 Griswold Street – The Barn – §12.9 Change of Use from Retail to Office General and/or Professional with Retail (Eating and Drinking) – Planned Travel Zone”]

The existing paved areas will be striped to create 67 parking spaces, which is in excess of the 45 total parking spaces required for all proposed uses on the site. Customers for the proposed office will enter through the southeast curb cut off Griswold Street and will park in the eastern parking area. The entrance to the proposed office space will be located on the eastern side of the building. The applicant will be installing a sign indicating that the northern driveway is for deliveries only. The applicant is proposing to locate the dumpster in the northwest corner of the site in a white vinyl enclosure.

UTILITIES, DRAINAGE [Please see plan set sheet entitled “Existing Conditions #119 Griswold Street” & memorandum entitled “Narrative for 119 Griswold Street – The Barn – §12.9 Change of Use from Retail to Office General and/or Professional with Retail (Eating and Drinking) – Planned Travel Zone”]

Stormwater will sheet flow to existing catch basin located in the parking areas and will flow to the town stormwater system. The HVAC unit is located on the west side of the building and is screened with fencing.

SITE LIGHTING [Please see plan set sheet entitled “Existing Conditions #119 Griswold Street”, memorandum entitled “Narrative for 119 Griswold Street – The Barn – §12.9 Change of Use from Retail to Office General and/or Professional with Retail (Eating and Drinking) – Planned Travel Zone ” & Cut Sheet entitled “E350LED/E360LED Euro Series”]

There are six existing pole-mounted lights in the eastern parking area. These will be replaced with dark-sky compliant light fixtures on 12-foot poles.

LANDSCAPING [Please see plan set sheet entitled “Existing Conditions #119 Griswold Street”, memorandum entitled “Narrative for 119 Griswold Street – The Barn – §12.9 Change of Use from Retail to Office General and/or Professional with Retail (Eating and Drinking) – Planned Travel Zone ” & Cut Sheet entitled “Hera Rectangle”]

The applicant is proposing to construct two patios for use by the office tenants and patrons of the coffee shop. The first patio will be raised with a black metal fence and the second will be across the driveway at the northeast corner of the site at the existing flagpoles. The landscape plan was reviewed and accepted by the Community Beautification Committee at their June 10, 2020 meeting.

ARCHITECTURE [Please see plan set sheets entitled “The Barn Office Renovation Project A1.0, A1.1, A2.0, & A2.1”, memorandum entitled “Narrative for 119 Griswold Street – The Barn – §12.9 Change of Use from Retail to Office General and/or Professional with Retail (Eating and Drinking) – Planned Travel Zone ” & Cut Sheets entitled “Henry Large Dark Sky Friendly Outdoor Sconce”, & “Gardco Wall Mount sheet 1-7”]

The applicant intends to keep the barn’s existing vertical pine siding, stone veneer, vinyl windows and asphalt roof. New windows will be installed on the west and south sides of the building to match the existing windows on the north and east sides. Two decorative light fixtures will be installed on either side of the main entrance and “wall wash down lights” will be installed on the perimeter of the building.

PLANNING & ZONING ANALYSIS

The proposed use is permitted by Special Permit and the site is in compliance with the standards of the Planned Travel Zone.

Pertinent staff memoranda and draft motions attached.

TOWN PLAN AND
ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT/
OWNER: JOSEPH TOMKIEVICH
119 GRISWOLD STREET
GLASTONBURY, CT 06033

FOR: 119 GRISWOLD STREET

MOVED, that the Town Plan & Zoning Commission approve the application of Joseph Tomkievich for a Section 12.9 Minor Change – change of use from retail to office with coffee service – 119 Griswold Street – Planned Travel Zone, in accordance with the following plans:

To Be Quoted

And

1. In compliance with:
 - a. The recommendations as contained in the minutes of the June 10, 2020 Community Beautification Committee meeting.
 - b. The standards contained in a report from the Fire Marshal, File 20-006R, plans reviewed 06-30-2020.
2. In adherence to:
 - a. The Town Engineer's memorandum dated July 2, 2020.
 - b. The Health Director's memorandum dated June 24, 2020.
3. This is a Section 12.9 Minor Change. If unforeseen conditions are encountered during construction that would cause deviation from the approved plans, the applicant shall consult with the Office of Community Development to determine what further approvals, if any, are required.

APPROVED: TOWN PLAN & ZONING COMMISSION
JULY 7, 2020

ROBERT J. ZANLUNGO JR, CHAIRMAN

July 2, 2020

MEMORANDUM

To: Town Plan and Zoning Commission
Khara Dodds, Director of Planning and Land Use Services

From: Stephen M. Braun P.E., Assistant Town Engineer



Re: Section 12.9 Minor Change – Change of Use
119 Griswold Street

The Engineering Division has reviewed the existing conditions plan for the proposed change of use to office / professional services with a coffee shop for property located at 119 Griswold Street prepared by Aeschliman Land Surveying, PC, last revised June 15, 2020 and offers the following comments:

1. Plan shall be revised to include a note stating that parking spaces shall be painted in conformance with zoning regulations.
2. ADA Accessible parking spaces shall be adjusted to conform to the current State of CT standards and should include the appropriate regulatory signage.
3. Spot grades for the proposed sidewalk ramp from the ADA spaces should be provided to ensure this ramp will not exceed the allowable maximum grades.
4. Grease removal equipment for treatment of wastewater from the proposed food service establishment shall be specified on the plans in a manner consistent with the restaurant classification determined by the Health Department. Shop drawings with sizing computations for grease removal equipment shall be submitted to the Engineering Division for review and approval.
5. A supplemental sewer assessment may be required for this property as a result of the addition of the second floor. The assessment process will be initiated upon application for a building permit.



GLASTONBURY POLICE DEPARTMENT

2108 MAIN ST./P.O. BOX 535/GLASTONBURY, CT 06033-0535/(860)633-8301/FAX (860)652-4290

MEMORANDUM

To: Town Plan and Zoning Commission

From: Marshall S. Porter; Chief of Police

Date: June 25, 2020

Subject: 119 Griswold Street- Minor change- change of use/ retail to office w/coffee service

Members of the Police Department have reviewed the application of Joseph Tomkievich for a Section 12.9 Minor Change- Change of use from retail to office with coffee service- 119 Griswold Street- Planned Travel Zone- Jim Kasks, Project Manager.

- The police department has no objection to this proposal.

Marshall S. Porter
Chief of Police

JPH:jph



Town of Glastonbury
Health Department

Memo

June 24, 2020

To: Jonathan Mullen, Planner

Fr: Wendy S. Mis, Director of Health

Re: 119 Griswold Street

Application for Minor Change, retail to office with coffee service

This office has received and reviewed the plan by Cheryl Newton Architects, LLC, dated 6/16/2020 for a special permit for change of use from retail to office with coffee service.

A detailed floor plan with equipment schedule and operational details for the coffee bar must be submitted for review prior to the issuance of the building permit. The coffee bar will need regular inspection and annual permitting by the Glastonbury Health Department.

Approval with respect to CT Public Health Code is forwarded for Commission consideration.



TOWN OF GLASTONBURY
FIRE MARSHAL'S OFFICE
SITE PLAN/SUBDIVISION REVIEW

PROJECT: **Tomkievich “The Barn “ Office Renovation** LOCATION: **119 Griswold Street**
___NEW CONSTRUCTION **XX** CHANGE OF USE ___SUBDIVISION **x**COMMERCIAL
OCCUPANCY CLASSIFICATION: **Group B** FILE # **20-006R**
PROPOSED FIRE PROTECTION: **via full AS and the GFD**
ENGINEER'S PLAN: **220006-1** INITIAL PLAN___ REVISED PLAN **XXX 6-15-2020**
ENGINEER: **Aeschliman Land Surveying , PC.**
ADDRESS: **1379 Main Street E Hartford** PHONE: **860-528-4881**
DATE PLANS RECEIVED: **6-23-20** DATE PLANS REVIEWED: **6-30-20**

Address numerals in accordance with State Fire Code and local ordinance required.

Multi –tenant designation signs and way finding markings will be needed at main entryway lobby.

The existing site has gates on two sides of the building. Recommend reconfiguration of this security measure. Rapid entry vaults are be required.

The fire department connection will need to be marked with a reflective sign that reads - FDC. Access to the connection presently is limited.

An exterior flashing light connected to the fire alarm is required by local ordinance.

The fire sprinkler system water flow device is required to be monitored by an alarm monitoring company.

Based on the menu of the future coffee bar, building exterior mounted exhaust fans and mechanical equipment may be required and provisions for handling used cooking medium rendering containers will be required.

REVIEWED BY: _____ /s/
Deputy Chief Chris Siwy –Fire Marshal

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
Portion of MINUTES OF JUNE 10, 2020 SPECIAL MEETING

The meeting commenced at 8:00 AM through Zoom Video Conferencing

Present: Subcommittee Members Sharon Purtill and Bob Zanolungo;
Khara C. Dodds, AICP, Director of Planning and Land Use Services and
Jonathan E. Mullen, AICP, Planner

119 GRISWOLD STREET – proposal for a change of use from retail to short and long term offices with coffee service – Planned Travel Zone – James Kask, Project Manager – Cheryl Newton Architects LLC – Aeschliman Land Surveying P.C. – Joseph Tomkievich, applicant

Attorney Meghan Hope oriented the Commissioners to the site plan and explained the proposal, which is to convert the former retail space at 119 Griswold Street to short and long term office space. She stated that the proposal meets all the requirements of the Planned Travel Zone and the parking layout met the requirements of Section 9 of the Building-Zone Regulations.

Attorney Hope then presented the landscape plan that included two new patios and a water feature at the northeastern corner of the site. She indicated that the plan would be reviewed at the June 10, 2020 Community Beautification Committee meeting.

Architect Cheryl Newton presented the exterior architectural changes proposed for the building. New windows and lights will be added to the west elevation of the building to match the windows on the east elevation. Ms. Newton then explained the proposed interior layout for the building, which includes enclosed office space, open meeting areas and a coffee bar. Chairman Zanolungo asked if the coffee bar would be run locally or if it would be part of a national chain. Project Manager Jim Kask responded that he prefers to have a local business owner run the coffee bar.

Chairman Zanolungo then asked if there was enough on-site parking. Attorney Hope stated that there was adequate on-site parking for all uses. Vice Chairman Purtill disclosed that she represented the property owner in the past but there would be no conflict. She then asked about the dumpster location and site lighting. Attorney Hope explained that there were building lights, and that the applicant would be working with a lighting consultant on replacing the existing light poles. She then stated that the dumpster was located at the northwest corner of the site. Vice Chairman Purtill then asked if the parking lot was striped. Attorney Hope responded that the lot was not currently striped but would be when the project was finished.

Chairman Zanolungo and Vice Chairman Purtill inquired how the parking for the coffee bar was being calculated. Attorney Hope stated that they were using the same formula as for restaurant seating (1 space/3 table seats and 1 space/2 counter seats).

Town of Glastonbury
Community Beautification Committee
Portion of Regular Meeting Minutes of Wednesday, June 10, 2020

1. Roll Call

Present: Robert Shipman, Chairman
 Della Winans, Vice Chairman
 Linda DeGroff
 Jarrod Sansoucy, Secretary
 Candice Mark
 Kate Morgan

Absent: Debra DeVries-Dalton

**2. 119 GRISWOLD STREET – Landscaping for proposal to renovate the existing barn building into an office lease location with meeting space and a coffee counter-
Attorney Meghan A. Hope – Jim Kask, Project Manager**

Jim Kask and Meg Hope presented the plan. It was suggested changing the white pines on the north side to a mix of hemlock, spruce, cypress and Vanderwolf pine; Candice suggested adding a maple to that area for more texture. It was suggested reducing the amount of Russian cypress (17) by ½, as they grow large.

Candice moved to accept the plan. Linda seconded, Jarrod recused himself, and the motion was approved 5-0.
